

**FISCAL YEAR 2003  
SELF-ASSESSMENT QUESTIONNAIRE  
ISSUING OIL AND GAS LEASES**

The primary purpose of this self-assessment questionnaire is (1) to determine the level of compliance with the law, policy and regulations in the issuing of oil and gas leases, (2) to determine where more guidance may be required and (3) to provide for a corrective action plan to be developed and implemented that addresses any deficiencies

**Directions:** This self-assessment covers the portion of the leasing program concerned with nominations, parceling, NEPA reviews, stipulation development, sales and final issuance of competitive and noncompetitive leases. The questionnaire should be distributed to all offices within your State that regularly perform functions associated with issuing oil and gas leases. All individuals involved in performing any of these functions in both Field and State Offices should participate in answering the questions. Any questions that are not relevant to an individual's duties may be marked as not applicable (N/A) in the space provided. Each respondent should sign and date their response in the space provided. These individual responses will not be forwarded to WO; rather they will be maintained in the originating office for their documentation purposes.

The questionnaire consists of questions concerning leasing actions in both the State and Field Offices. Each question has been identified as where the primary function is performed, i.e., State Office (SO), Field Office (FO) or both offices (S&FO). Personnel that do not perform the functions identified in a question may mark not applicable (N/A) as their response.

Respond to the questionnaire by providing Yes or No answers for compliance questions and fill in the blank and provide narrative responses for the other types of questions. Any questions answered No, should be discussed within your office to develop corrective measures including actions required, identification of responsible official and specification of the timeframe required for resolution.

Once agreement has been reached within each office, the Field Manager (or Deputy State Director if the evaluation is performed at the State Office) is to certify the official response that includes consensus answers to the questions with corrective measures incorporated. This final response will then be forwarded through the State Director to be sent to the Assistant Director, Minerals, Realty and Resource Protection, (Attn: Group Manager, Fluid Minerals, WO-310). Signatures on the questionnaire will constitute acknowledgement that the program evaluation responses have been reviewed for accuracy and completeness.

OFFICE NAME \_\_\_\_\_ Organizational Code \_\_\_\_\_

**NOTE: Each question has been identified as being performed either in the State Office (SO), Field Office (FO) or Both Offices (S&FO). In addition, each question has a N/A ( ) space provided if the question does not pertain to you or your duties. You are not expected to respond to questions that are not relevant to your position.**

**Guidelines and Direction**

Q.1. Considering the many guidelines (regulations, manuals, handbooks, Instruction Memoranda) that you use in the performance of your leasing activities, please identify any that you believe should be updated and explain why they require modification.

Primary Office(s) (S&FO) ( ) N/A

A.1.a Identify guideline(s): \_\_\_\_\_  
Explain: \_\_\_\_\_  
\_\_\_\_\_

A.1.b If no guidelines are identified, no additional response is required

A.1.c If guidelines are identified, please circle the priority you would assign the recommended revision:

High Medium Low

Q.2. Do you think that the guidance, involving the issuance of oil and gas leases, from Washington Office or your State Office, is timely, appropriate and clear?

Primary Office(s) (S&FO) ( ) N/A

A.2.a If YES \_\_\_\_\_ no additional response required

A.2.b If NO \_\_\_\_\_ please explain and circle the applicable office in the question (i.e. Washington Office or State Office)

A.2.c If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:

Action to be taken

Official responsible for action

Timeframe to accomplish actions

**Consistency and Intended Results**

Q.3. Do you believe your office is adequately staffed for your current workload?

Primary Office(s) (S&FO) ( ) N/A

- A.3.a If YES\_\_\_\_\_ no additional response required
- A.3.b If NO\_\_\_\_\_ please explain
- A.3.c If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
Action to be taken  
Official responsible for action  
Timeframe to accomplish actions

Q.4. Are nominations, expressions of interest or presale offers made available for sale within 6 months of receiving the requests?

Primary Office(s) (SO) ( ) N/A

- A.4.a If YES\_\_\_\_\_ no additional response required
- A.4.b If NO\_\_\_\_\_ please explain
- A.4.c If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
Action to be taken  
Official responsible for action  
Timeframe to accomplish actions

Q.5. Are sale notices posted at least 45 days prior to the sale?

Primary Office(s) (SO) ( ) N/A

- A.5.a If YES\_\_\_\_\_ no additional response required
- A.5.b If NO\_\_\_\_\_ please explain
- A.5.c If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
Action to be taken  
Official responsible for action  
Timeframe to accomplish actions

Q.6. Are competitive oil and gas sales held at least quarterly or more frequently if your State has determined such sales are necessary?

Primary Office(s) (SO) ( ) N/A

- A.6.a If YES\_\_\_\_\_ no additional response required

- A.6.b If NO \_\_\_\_\_ please explain
- A.6.c If NO and explanation above indicates that less frequent sales are appropriate and established for your State, no further action is required. Otherwise provide any recommendations you have to assist in the preparation of a corrective action plan that includes:  
 Action to be taken  
 Official responsible for action  
 Timeframe to accomplish actions

Q.7. Are competitive leases issued within 60 days of receiving all monies due?

Primary Office(s) (SO) ( ) N/A

- A.7.a If YES \_\_\_\_\_ no additional response required
- A.7.b If NO \_\_\_\_\_ please explain
- A.7.c If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
 Action to be taken  
 Official responsible for action  
 Timeframe to accomplish actions

#### **Accountability of Funds and Use of Resources**

Q.8. Into what account and within what timeframe do you deposit monies received from lease sales?

Primary Office(s) (SO) ( ) N/A

- A.8.a Account 1 (first year rental and bonus, public land) \_\_\_\_\_  
 Account 2 (administrative fees) \_\_\_\_\_  
 Account 3 (other SMAs) \_\_\_\_\_
- A.8.b Timeframe 1 \_\_\_\_\_  
 Timeframe 2 \_\_\_\_\_  
 Timeframe 3 \_\_\_\_\_
- A.8.c If any answers are incorrect or missing for personnel that perform these duties, a corrective action plan is required:  
 Action to be taken  
 Official responsible for action  
 Timeframe to accomplish actions

Q.9. What priority is given to performing oil and gas leasing functions in your office compared to other activities? Circle One—

Primary Office(s) (S&FO) ( ) N/A

High Medium Low

Do you believe that the above priority is appropriate?

A.9.a If YES\_\_\_\_\_ no additional response required

A.9.b If NO\_\_\_\_\_ please explain

A.9.c If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
Action to be taken  
Official responsible for action  
Timeframe to accomplish actions

Q.10. Are units of accomplishment Program Element (EI) and costs for leasing activities entered timely into the MIS system?

Primary Office(s) (S&FO) ( ) N/A

A.10.a If YES\_\_\_\_\_ no additional response required

A.10.b If NO\_\_\_\_\_ please explain

A.10.c If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
Action to be taken  
Official responsible for action  
Timeframe to accomplish actions

Q.11. Is the leasing program being discussed routinely in your office and feedback being provided as to the effectiveness of the program?

Primary Office(s) (S&FO) ( ) N/A

A.11.a If YES\_\_\_\_\_ no additional response required

A.11.b If NO\_\_\_\_\_ please explain

A.11.c If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
Action to be taken

Official responsible for action  
Timeframe to accomplish actions

### **Documents and Records**

Q.12. Is Case Recordation updated within 5 working days (of action) and in accordance with Bureau standards?

Primary Office(s) (S&FO) ( ) N/A

A.12.a If YES\_\_\_\_\_ no additional response required

A.12.b If NO\_\_\_\_\_ please explain

A.12.c If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
Action to be taken  
Official responsible for action  
Timeframe to accomplish actions

Q.13. Is the Collections and billing Systems updated and all information needed for Minerals Management Service to properly establish a lease account sent within 5 working days of lease issuance

Primary Office(s) (S&FO) ( ) N/A

A.13.a If YES\_\_\_\_\_ no additional response required

A.13.b If NO\_\_\_\_\_ please explain

A.13.c If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
Action to be taken  
Official responsible for action  
Timeframe to accomplish actions

### **Resource Protection**

Q.14. Are parcels that have been withheld from sales because of deficiencies in NEPA documentation, tracked and revisited as new documentation becomes available?

Primary Office(s) (S&FO) ( ) N/A

A.14.a If YES\_\_\_\_\_ no additional response required

A.14.b If NO\_\_\_\_\_ please explain

- A.14.c      If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
Action to be taken  
Official responsible for action  
Timeframe to accomplish actions

Q.15. Are leasing recommendations consistent with your existing Land Use Plans and taking into consideration new information and current data?

Primary Office(s)      (FO)                              (        ) N/A

A.15.a      If YES\_\_\_\_\_ no additional response required

A.15.b      If NO\_\_\_\_\_ please explain

- A.15.c      If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
Action to be taken  
Official responsible for action  
Timeframe to accomplish actions

Q.16. Do you review the Determination of NEPA Adequacy (DNA) for noncompetitive offers received during the 2-year window period to determine if there are new resources or concerns that need to be considered prior to proceeding with lease issuance?

Primary Office(s)      (S&FO)                              (        ) N/A

A.16.a      If YES\_\_\_\_\_ no additional response required

A.16.b      If NO\_\_\_\_\_ please explain

- A.16.c      If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
Action to be taken  
Official responsible for action  
Timeframe to accomplish actions

Q.17. Do you believe the application of standard stipulations provide adequate resource protection?

Primary Office(s)      (FO)                              (        ) N/A

A.17.a      If YES\_\_\_\_\_ no additional response required

A.17.b      If NO\_\_\_\_\_ please explain

- A.17.c      If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
Action to be taken  
Official responsible for action  
Timeframe to accomplish actions

Q.18. Is the process of having 2-year window leasing applicants consent to additional stipulations (i.e. those not posted on a Sale List) working well?

Primary Office(s)      (SO)      (      ) N/A

A.18.a      If YES\_\_\_\_\_ no additional response required

A.18.b      If NO\_\_\_\_\_ please explain

- A.18.c      If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
Action to be taken  
Official responsible for action  
Timeframe to accomplish actions

Q.19. Does the process concerning the leasing of split estate (Federal minerals with private, Allotted and Tribal Indian or State owned surface) appear to be working well?

Primary Office(s)      (S&FO)      (      ) N/A

A.19.a      If YES\_\_\_\_\_ no additional response required

A.19.b      If NO\_\_\_\_\_ please explain

- A.19.c      If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
Action to be taken  
Official responsible for action  
Timeframe to accomplish actions

Q.20. Do you think there is good coordination and communication between BLM leasing staff and other Federal surface managing agencies?

Primary Office(s)      (S&FO)      (      ) N/A

A.20.a      If YES\_\_\_\_\_ no additional response required

A.20.b      If NO\_\_\_\_\_ please explain



- A.20.c If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
Action to be taken  
Official responsible for action  
Timeframe to accomplish actions

**Knowledge and Skills**

Q.21. Have adequate training and workshops been provided to enhance your ability to perform the leasing functions?

Primary Office(s) (S&FO) ( ) N/A

- A.21.a If YES\_\_\_\_\_ no additional response required
- A.21b If NO\_\_\_\_\_ please explain
- A.21.c If NO, provide any recommendations you have to assist in the preparation of a corrective action plan which includes:  
Action to be taken  
Official responsible for action  
Timeframe to accomplish actions

Q.22. Do you believe the above questions are good indicators of the effectiveness of the leasing program in your office?

Primary Office(s) (S&FO)

- A.22.a If YES\_\_\_\_\_ no additional response required
- A.22.b If NO\_\_\_\_\_ please explain, no action plan required

Employee's signature is only required on their original responses, to be maintained at the originating office for documentation purposes.

Employee's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date\_\_\_\_\_

\_\_\_\_\_  
(Print Name)

Manager's signatures are only required on the final official response, to be submitted to WO-300 upon the completion of the evaluation.

I certify that, to the best of my knowledge, the summarized answers to this questionnaire are correct. Corrective measures, including name of responsible official and corrective action date are incorporated within the questionnaire

Field Manager or Deputy State Director

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

State Director

Signature \_\_\_\_\_

Date \_\_\_\_\_